
Niagara Region

Job Title:	Senior Purchasing Agent		
Job Opening Id:	39354	# Required:	2
Business Unit:	Corporate Services	Division:	Procurement & Strategic Acquisitions
Location:	Headquarters, Campbell West	Standard Hours:	35.00 / week
Full/Part Time:	Full-Time	Regular/Temporary:	Regular
Salary Grade:	14B	Salary Range:	\$ 41.22 - \$ 43.70*
Post Date:	2024-07-03	Close Date:	2024-07-16

****Please Note****

This position receives a market sensitivity premium of \$4.76/hour that is included within the posted hourly rate of pay. The premium amount is subject to an annual review and is not guaranteed.

Additionally, this role offers a hybrid work option, starting with a mandatory in-office training period lasting approximately 4-6 weeks. After completing the training, the successful candidate can work both from home office and remotely, splitting their time 50% between the two locations.

About Us

Serving a diverse urban and rural population of more than 475,000, Niagara Region is focused on building a strong and prosperous Niagara. Working collaboratively with 12 local area municipalities and numerous community partners, the Region delivers a range of high-quality programs and services to support and advance the well-being of individuals, families and communities within its boundaries. Nestled between the great lakes of Erie and Ontario, the Niagara peninsula features some of Canada's most fertile agricultural land, the majesty of Niagara Falls and communities that are rich in both history and recreational and cultural opportunities. Niagara boasts dynamic modern cities, Canada's most developed wine industry, a temperate climate, extraordinary theatre, and some of Ontario's most breathtaking countryside. An international destination with easy access to its binational U.S. neighbour New

York State, Niagara attracts over 14 million visitors annually, as well as a steady stream of new residents and businesses.

At Niagara Region, we value diversity - in background and experience. We are proud to be an equal opportunity employer. We aspire to hire and grow a workforce reflective of the diverse community we serve. By doing so, we can deliver better programs and services across Niagara.

JOB SUMMARY

The Senior Purchasing Agent is responsible for facilitating the formal procurement processes to obtain goods and services on behalf of the Niagara Region, which meet the criteria of either complex Tier 1 or Tier 2 projects.

The Senior Purchasing Agent will provide consultation services, including the determination of appropriate methods and sourcing strategies. In addition, the Senior Purchasing Agent provides research and analysis of markets, trends, prices, and costs, as well as the development of term contracts and review of term contracts to ensure compliance with established policies and procedures. The Senior Purchasing Agent will also act as a resource and provide technical advice and guidance to the Procurement team including the Purchasing Agents and Junior Buyer.

QUALIFICATIONS

EDUCATION

- Post-Secondary Degree in Business Administration, Materials Management, Purchasing and Supply Management or other related field
- Certified Professional Public Buyer (CPPB) and/or Supply Chain Management Professional designation (CSCMP) is considered an asset.
- An equivalent combination of education and experience may be considered

KNOWLEDGE/EXPERIENCE

- Five (5) to seven (7) years of progressive procurement experience required; preferably within a public sector employer
- Advanced knowledge in any legislative requirements as it applies to Municipal Government including tendering law, Municipal Act, risk management and health and safety, Municipal Freedom of Information and Protection of Privacy Act
- Prior experience overseeing complex procurement projects as defined as budgets in excess of \$10 million dollars; multiple phases and/or sub-procurements; which require legal and regulatory compliance; with noted political sensitivity; with aggressive timelines and/or structured schedules and with environmental impacts
- Experience interpreting and executing complex legal agreements
- Advanced knowledge of end-to-end procurement procedures, techniques, and methodologies, including tendering, evaluation, contract development and negotiation, and contract management
- Advanced knowledge of procurement standards and ethics of the Ontario Public Buyers Association (OPBA), National Institute of Governmental Purchasing (NIGP), and Supply Chain Canada
- Working knowledge of contract law, trade agreements, tax legislation, Municipal Act, and risk management as it relates to bidding and contract management

- Experience working with an Enterprise Financial Management System
- Advanced computer skills in Microsoft Office software including Word, Excel, and PowerPoint

SKILLS

- Must possess excellent communication, customer service, and interpersonal skills
- Advanced analytical skills with the ability to identify trends in data and improvements to work processes
- Strong organizational and problem-solving skills with the ability to manage multiple tasks in a demanding environment
- Demonstrated initiative and strong attention to detail & high level of accuracy
- Demonstrated skills of tact, diplomacy, and the ability to maintain a high level of confidentiality
- Ability to work independently with minimal supervision and equally effective in a Team environment exchanging information and providing support, guidance, and mentorship to team members and clients

SPECIAL CONDITIONS

- Must be capable of maintaining professional objectivity in order to perform consistently with the philosophy and objectives of various programs
- Must maintain the ability to travel in a timely manner to other offices, work locations, or sites as authorized by the Corporation for business reason

Closing Statement

Uncover the wonder of the Niagara Region and join a team dedicated to meeting tomorrow's challenges TODAY!

Let us know why you would be an excellent team member by submitting your online application at www.niagararegion.ca by **July 16, 2024.**

We thank all candidates for their interest however, only those candidates selected for an interview will be contacted.

If you require an accommodation for the application process in accordance with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act, the alternate formats for contacting us are as follows:

- Email: myhr@niagararegion.ca
- Phone: 905-980-6000 or 1-800-263-7215
- Bell Relay: 1-800-855-0511
- In-person: Sir Isaac Brock Way, Thorold, ON L2V 4T7 – Human Resources Department